

## INSTRUCTIONS

Experience Summaries - A master form is provided. Reproduce a sufficient quantity for completion by each originator, loan officer, processor, underwriter, closed loan shipper, direct supervisor and Tennessee branch manager who will be responsible for THDA loan applications and files. PLEASE **DO NOT** SUBMIT COPIES OF RESUMES. Experience Summaries are not required for officers/managers who will not be directly responsible for THDA loan production. Retain a blank Experience Summary for future use.

Authorized Signatures - To be executed by all staff members who will be authorized to sign Note endorsements, Deed of Trust Assignments and related documents on behalf of Lender. Lender certifies that proper approval has been obtained by its Board of Directors, partners or other authorizing source (or shall be before such documents are submitted to THDA). Lender agrees to notify THDA in writing in regard to any additions or deletions from this list, and holds THDA harmless from relying on the most recent information provided by Lender. It is acceptable to submit multiple Authorized Signature forms. Reproduce this form and distribute for branch staff signatures, if necessary. Retain a blank form for future use.

Working Agreement - May not be altered or amended. Questions concerning the provisions of the Working Agreement should be directed to Ms. Lynn E. Miller, THDA Legal Counsel, at (615) 741-9605. Lender will be provided with a copy of the Working Agreement and Exhibit "A" after execution by THDA.

Exhibit "A" to the Working Agreement - Enter the address of each Tennessee office from which Lender proposes to originate, process, underwrite, close and/or deliver THDA loans. This form becomes a part of the Working Agreement. Notify THDA when offices close or new offices open. Only the offices listed will be authorized to conduct business in Tennessee on behalf of THDA.

Servicing Agreement – Questions concerning the provisions of the Servicing Agreement should be directed to Sharon Pommer, Director, Mortgage Administration at 615-741-4931.

Main Office/Branch Office - This listing allows THDA to initiate a database of contact persons and addresses. It also indicates much about the locations where various functions take place during loan processing.

Audit Report/Financial Statement - In addition to being an application requirement, all Originating Agents must submit their Audit Reports/ Financial Statements annually. Submit the latest report available. Regulated financial institutions may submit their latest published financial statement. Financial institutions: do not submit Call Reports.

Approvals - Copies of approval letters received more than 5 years ago from FHA, VA, USDA/RD, FHLMC and/or FNMA are not required.

Certificate of Registration - ("Lending license") A requirement of the Tennessee Department of Insurance and Banking. It is Lender's responsibility to determine their inclusion or exemption from this regulation. This is an annual requirement.

Certificate of Existence or Certificate of Authorization – Issued by the Tennessee Secretary of State's Office. This is an annual requirement.

## INSTRUCTIONS CONT'D

Fidelity Bond, Errors & Omissions Insurance, Mortgage Bankers Blanket Bond - Provide evidence of one to the three types of coverage, in the amount of \$300,000 or more. Copies of entire policies are not required; however, as a minimum, submit copies of pages showing 1) the named insured, 2) the expiration date, 3) the type of coverage and 4) the amount of coverage. Binders are not acceptable. Do not submit copies of incidental pages that indicate other types of coverage, such as Officers and Directors Liability, auto insurance, property insurance, etc. A copy of a \$25,000 bond that was posted with the Tennessee Department of Insurance and Banking for the purpose of obtaining a Certificate of Registration does not satisfy this requirement.

Closing Protection Letter(s) - This form letter is issued by a Title Insurance Company, and names your settlement agent, closing attorney or attorney's practice. Its purpose, in part, is to indicate that your settlement agent is authorized to issue the Title Insurance Company's policies and endorsements. Usually, the settlement agent obtains these letters. Request that these letters be addressed to your company, not to THDA.

HUD 11701 - Approved FHA lenders without a DE Underwriter on staff must secure a "sponsoring lender" to perform FHA underwriting. The form that is evidence of this approved arrangement is the 11701. If this applies, submit a copy of the noted form that was signed by your company, and HUD.

Line of Credit - Lenders that are not regulated financial institutions must submit copies of one or more letters that indicate an approved line(s) of credit in the aggregate minimum amount of \$250,000.